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Personnel

**MANPOWER AND QUALITY MANAGEMENT
AWARDS FOR PROFESSIONAL EXCELLENCE**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFD 36-28, *Awards and Decoration*. It provides procedures for submitting nominations for manpower and quality management awards. This instruction requires maintaining information subject to the Privacy Act of 1974 authorized by 10 U.S.C. 8013 and Executive Order 9397. System of records notice F036 AF PC V applies.

SUMMARY OF REVISIONS

This instruction updates and expands on nomination criteria. Paragraph 1 changes the titles of the awards to reflect the revised manpower and quality management career field, expands eligibility for manpower and quality management individual awards to unified commands; incorporates suggestion program awards, revises the size definitions of the small and large offices, and deletes the award category of Functional Management Engineering Team. Paragraph 3 directs the use of new criteria and timelines for award nominations, and provides time restrictions on repeat awards. A ' indicates revision from the previous edition.

1. Types of Awards and Eligibility. All wing and center manpower and quality offices are eligible for the Manpower and Quality Office of the Year awards. All individuals assigned to a wing or center Manpower and Quality Office, MAJCOM Quality and Management Innovation Flight or Squadron, MAJCOM Manpower and Organization or Quality staff, the Air Force Center for Quality and Management Innovation, or unified command J-1 are eligible for individual awards. Specific Air Force awards are:

- 1.1. The Large Manpower and Quality Office of the Year (13 or more authorizations).
- 1.2. The Small Manpower and Quality Office of the Year (12 or fewer authorizations).
- 1.3. The Manpower and Quality Management Officer of the Year.
- 1.4. The Manpower and Quality Management Airman of the Year.
- 1.5. The Manpower and Quality Management Civilian of the Year.

2. Description of the Awards:

2.1. The Large and Small Manpower and Quality Office winners receive an engraved plaque for their office. The individual members of each office receive recognition certificates.

2.2. The Manpower and Quality Management Officer, Airman and Civilian individual winners receive an engraved plaque and certificate, and qualify for the Air Force Recognition Ribbon.

3. Nominations. The MAJCOM Directors of Plans and Programs, or equivalent, are the nominating authority for each of their commands. Air Force field operating agency (FOA) and direct reporting unit (DRU) nominating authority resides with the office that has oversight over their manpower and organization and quality functions. Unified command nomination authority rests with the J-1. MAJCOMs may submit one nomination for each award covering the previous calendar year. FOAs, DRUs and unified commands are limited to individual awards.

3.1. Each MAJCOM/FOA/DRU and unified command will provide an assessment on each nominee using Air Force Instruction (AFI) 90-501, *Criteria for Air Force Assessments* as a guide. Describe the accomplishments and contributions to manpower and quality management that make this office or individual the best performer in the Air Force. Include, as appropriate, specific information on the following factors. (These are not to be used as headings for individual paragraphs in the nominations.):

- 3.1.1. Leadership: senior leadership qualities, personal involvement and corporate responsibility
- 3.1.2. Information and Analysis: alignment of organization's information system with strategic directions
- 3.1.3. Strategic Planning: focus on customer requirements and operational performance requirements
- 3.1.4. Human Resources Development and Management: creation of a high performance workplace
- 3.1.5. Process Management: productivity, process improvement, performance effectiveness
- 3.1.6. Performance Results: product and service quality
- 3.1.7. Customer Focus and Satisfaction: results oriented, setting priorities, voice of the customer

3.2. Prepare each office and individual award nomination on a single AF Form 1206, Nomination for Award, or use the same format on a single sheet of plain bond paper. Use a one-page, single-spaced, bullet format. Write in concise, straightforward, factual language. Previous individual Air Force award recipients may not be nominated for five years; previous team award recipients may not be nominated for three years.

3.3. Submit one copy of the nomination. An 8" x 10" portrait of the individual or office award winners must be provided by the submitting agency after selections are made.

3.4. Send nomination packages to HQ USAF/XPMI, 1070 Air Force Pentagon, Washington DC 20330-1070 by the last day of January under a single letter of transmittal signed at the division level or higher. Include the command project officer's name, grade, office symbol and Defense Switched Network (DSN) telephone number.

4. Selection Process:

4.1. The Director of Manpower, Organization and Quality, HQ USAF/XPM, approves selection of winners in the award categories using the following process:

4.1.1. HQ USAF/XPM will select a panel of judges consisting of manpower and quality customers and manpower and quality staff members to review and score the nomination packages.

4.1.2. Results are tabulated and provided to the HQ USAF Associate Director for Manpower, Organization and Quality and the Deputy Director for Manpower, Organization and Quality for validation.

4.1.3. HQ USAF/XPM will select award winners.

5. Responsibilities:

5.1. HQ USAF/XPM selects and announces the award winners.

5.2. HQ USAF/XPMI obtains the award plaques/certificates and arranges the presentation ceremony.

5.3. Award winners must take appropriate documentation to their servicing military personnel flight, who will update records, before being authorized to wear their ribbons.

5.4. The parent unit provides travel funds for the winner to attend the presentation ceremony.

5.5. MAJCOMs may administer their own internal awards program for installation manpower and quality offices and individuals.

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